

## LSTA TECHNOLOGY GRANTS 2008-2009

### Program-Specific Information & Guidelines

#### 1. What is this grant program?

LSTA Technology Grants are intended to provide applicant libraries with the opportunity to carry out technology-intensive projects to improve library services or access to resources. This program replaces two previous grant programs, Automated Systems and Internet Infrastructure Improvement, and is broader in scope.

The State Library has chosen to put minimal restrictions on what can be proposed in this grant category. This approach offers applicants an opportunity to propose a wide range of possible projects, but it also requires them to use particular care in planning and justifying their proposals and in developing sound measures for evaluating completed projects. Projects are expected to be implemented within a single grant year in most instances; however, multiyear projects will be considered. (Complete guidelines for multiyear grants are available at <http://statelibrary.dcr.state.nc.us/lsta/multiyear0809.pdf>.)

LSTA Technology Grant proposals must be user-focused and clearly justified. Applicants must:

- Demonstrate how the proposed project will address clearly-identified user needs through improved services or access to resources;
- Employ a user-centered evaluation process to determine the success of the project;
- Explain how the project is consistent with the library's mission and goals; and
- Explain how the project helps meet the goals of the State Library of North Carolina's LSTA Plan, available at <http://statelibrary.dcr.state.nc.us/lsta/plan2008-12.pdf>. The project must clearly support Goal 3, Technology, and at least one of the other goals (Goal 1, Services, or Goal 2, Resources).

Applicants considering extensive, complex, or collaborative projects should first apply for an LSTA Project Planning Grant. Proposals that lack evidence of sufficient planning may be denied with the recommendation that the applicant first seek an LSTA Project Planning Grant before applying for an LSTA Technology Grant.

#### **Additional Guidance on Developing Project Proposals**

For certain types of technology-intensive projects, the State Library provides tipsheets containing additional information applicants should consider before developing their proposals. Tipsheets are available at <http://statelibrary.dcr.state.nc.us/lsta/tipsheets.htm>.

[Automated Systems Tipsheet](#)

[Wireless Laptop Training Labs Tipsheet](#)

In addition, all applicants should consider contacting State Library staff for assistance in developing project proposals.

These grants are in a category called "Project Grants" in the policies and procedures outlined in *Library Services & Technology Act Five-Year Plan 2008-2012* at the URL above. The grants have a two-step process: 1) eligible libraries submit a Letter of Intent and 2) libraries whose Letter of Intent is approved

may submit a full application. See details in #3 of *General Information & Provisions* for 2008-2009 LSTA grants at <http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs08-09.pdf>.

## **2. Who may apply?**

The following libraries are eligible to submit a Letter of Intent:

- public libraries that qualify for grants from the Aid to Public Libraries Fund;
- community college libraries;
- libraries serving the constituent institutions of the University of North Carolina (which includes libraries serving the Area Health Education Centers);
- libraries serving the member institutions of North Carolina Independent Colleges and Universities;
- qualifying state agency libraries,
- qualifying special libraries, and
- the State Library of North Carolina.

An eligible library may propose an LSTA Technology Grant by itself or in collaboration with other libraries. If the proposed project is collaborative, one eligible library shall apply as the “lead library” on behalf of the other participating libraries. The lead library will manage the project, which includes acting as fiscal agent, serving as primary contact for the project, maintaining records and paperwork generated by the grant, assuring the successful implementation of the project, and taking responsibility for completion of final reports. Participating libraries may be of different types and are not required to be eligible libraries as defined for this grant program.

Only libraries that submit a Letter of Intent by November 15, 2007, and receive authorization to submit a full application are eligible to apply for an LSTA Technology Grant.

An eligible library system or academic institution may submit only one LSTA Technology Grant in this round. *[Definitions: A library system is inclusive of all outlets making up that system (e.g. Nantahala Regional Library). An institution is the parent institution of the library (e.g. UNC-Greensboro)].*

## **3. How may the project funds be used?**

LSTA Technology Grant proposals will consist largely of technology expenditures, including such items as hardware, software, network infrastructure, and installation costs. Other allowable expenditures may include non-technology items such as training and furniture. A proposal that includes non-technology expenditures totaling 25% or more of total project costs may not be suitable for this grant category, and strong justification will be required for such a proposal to be competitive.

Use of LSTA funds for certain purchases may require public libraries or public elementary and secondary school libraries to comply with the federal Children’s Internet Protection Act (CIPA). Information on CIPA, with guidelines and all required forms, is available at <http://statelibrary.dcr.state.nc.us/lsta/cipa.htm>.

Neither grant funds nor local funds used for match may be committed or expended prior to award of grant funds and final execution of the grant agreement by representatives of the library and the State Librarian. A library may not sign a contract with a consultant until the grant agreement is fully executed.

### **Ineligible Expenses**

- Grant funds may **not** be used to cover annual ongoing costs (e.g., monthly telecommunication charges).
- Grant funds may **not** be used for administrative "overhead" or indirect costs.

#### **4. What amount of funds may be requested?**

The maximum grant request is \$100,000 for a single library system and \$150,000 for a collaborative project. There is no minimum request requirement.

#### **5. Are local matching funds required?**

Yes. Technology Grant project budgets must include local matching funds. These funds must be clearly documented in the application and meet the following guidelines.

- The local contribution to the project must equal a minimum of **25%** of the amount of federal funds requested. The match is a 1 to 4 ratio of matching funds to grant funds. Example: If the grant amount requested is \$100,000, the local match must be at least \$25,000, and the total project cost will be at least \$125,000 (\$100,000 grant funds + \$25,000 local funds).
- All of the cash match must be from local or state funds or funds from non-governmental agencies (e.g. foundations, service clubs). **Other federal funds and local administrative overhead costs may not be used as local match.**
- The local contribution may be a combination of cash and library staff salary and benefits.
- Salary and benefits for existing staff who will work with the project may be used for up to 25% of the required local match. Applicants must indicate the role of staff member(s) with regard to the project and must provide hourly pay rate and benefits calculations information as well as the number of hours the staff will work on the project.
- Matching funds must be from source(s) clearly explained in the grant application.
- Matching funds must be available at the time a funded library signs the grant agreement.
- Matching funds must be available and spent during the same time period as the grant funds: 2008-2009 grants **and match** are to be spent in the 2008-2009 fiscal year (July 1-June 30).

No expenditures of either grant or local matching funds may be made until library representatives and the State Librarian sign the grant agreement.

#### **6. What is the basis for selecting projects for funding?**

To be eligible for consideration for funding, a library must

- have submitted a Letter of Intent and have been authorized to submit a full application, and
- have submitted a full application that is received by the deadline of 5:00 p.m. February 21, 2008.

Proposals will be judged according to how well they address the following requirements:

- Demonstrate how the proposed project will address clearly-identified user needs through improved services or access to resources;
- Employ a user-centered evaluation process to determine the success of the project;
- Explain how the project is consistent with the library's mission and goals; and
- Explain how the project helps meet the goals of the State Library of North Carolina's LSTA Plan at <http://statelibrary.dcr.state.nc.us/lsta/plan2008-12.pdf>.

Technical aspects of the proposal will also be considered in the review process. In particular, proposals for projects covered by State Library tipsheets will be judged on the degree to which the proposal incorporates the tipsheet guidance.

## **7. What else do applicants need to know?**

### **General Information & Provisions for LSTA Grants**

Further information and requirements for 2008-2009 LSTA grants is provided in the *General Information & Provisions* document at <http://statelibrary.dcr.state.nc.us/lsta/GenInfoProvs08-09.pdf>. There you will find essential information such as: additional factors that may be taken into account in the review of all grant proposals and selection of applications for funding; timelines; submission instructions; grant payment procedures; and legal requirements. Applicants must be familiar with this information.

### **Procurement**

Grant Provisions for this program (included in the document cited immediately above) include the federal regulation requiring grantees to conduct all procurement transactions in a manner providing full and open competition consistent with the standards of 45 CFR 1183.36. Local and state provisions may be more stringent. State requirements are available upon request.

## **8. For further information**

Questions about the LSTA Technology Grants should be directed to Grant Pair, Assistant State Librarian for Library Development and Technology, 919-807-7408, [grant.pair@ncmail.net](mailto:grant.pair@ncmail.net).

SLNC 10/07